



FY 2022 Police Recruitment and Retention (PRAR) Notice of Funding Availability (NOFA)

Online Submission Deadline: June 4, 2021, 3 PM

**Funded by:
State of Maryland**

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
(410) 697-9338
<http://www.goccp.maryland.gov>

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

ELIGIBILITY

Local law enforcement agencies statewide that conduct police investigations are eligible to apply for funding to recruit and retain qualified sworn officers. PRAR funding provides agencies with resources to offer incentives and innovative ways to hire and keep sworn personnel.

IMPORTANT LINKS

Application Instructions:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grant Management System (GMS): <http://goccp.maryland.gov/grants/>

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the **Police Recruitment and Retention (PRAR)** initiative from the **Governor's Office of Crime Prevention, Youth, and Victim Services (Office)**. The primary purpose of PRAR is to provide funding to local law enforcement agencies to recruit and retain qualified sworn police officers. This supports the Governor's Office of Crime Prevention, Youth, and Victim Services' Law Enforcement Unit's goal of disrupting and dismantling criminal organizations involved in guns, gangs, drugs and human trafficking.

Priority will be given to requests that support the objective outlined above, as well as the general purpose of this initiative. If you need application assistance, please contact:

Angela Carpintieri, Program Manager

Angela.Carpintieri@maryland.gov

Justice Schisler, Chief of Programs

Justice.Schisler@maryland.gov

If you need assistance with program criteria or have questions about program design, please contact:

Martin Hammond, Deputy Director of Criminal Justice Programs

martin.hammond@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question [customer experience survey](#).

Mission of the Governor's Office of Crime Prevention, Youth, and Victim Services:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

Local law enforcement agencies that conduct investigations are eligible to apply for funding to recruit and retain qualified sworn officers. PRAR funding provides agencies with resources to offer incentives and innovative ways to hire and keep sworn personnel.

Recruitment Efforts for Sworn Officers (applicable to new hires as of July 1, 2021)

- Bonus of up to \$1,000 for bilingual proficiency
- Bonus of up to \$1,000 for Veterans
- Bonus of up to \$1,000 for officers who earned a degree from an accredited college or university
- Referral bonus of \$500 for sworn officers who recruit new police officers (bonus to be paid after the candidate has been assigned to an academy class)
- Advertising support (Examples: billboards, media campaign, and recruitment videos)
- Other recruitment efforts*

Note: Requests for bonuses for lateral moves from one agency to another are prohibited.

Retention Efforts (all Sworn Officers are eligible)

- Bonus of up to \$1,000 for longevity with the agency (Longevity bonus not to exceed \$1,000 per officer with 3 or more years of service who has not already received this bonus)*
- Bonus of up to \$1,000 for a newly acquired degree from an accredited college or university
- Health club memberships (maximum of \$25/month per sworn officer)
- Uniform allowance (dry cleaning, repairs, alterations, etc.) provided this is not already covered by the agency
- Sworn Officer duty boots/shoes allowance (replacement footwear) provided this is not already covered by the agency
- Other retention efforts*

*Jurisdictions that choose to apply for PRAR funding should understand that the recruitment and retention efforts listed above are examples and are not inclusive of all allowable efforts. Law enforcement agencies are encouraged to submit applications for funding that include other innovative recruitment/retention efforts they have found to be effective. [The International Association of Chiefs of Police's](https://www.policechiefmagazine.org/category/topics/recruitment-personnel/) page on Recruitment and Personnel may be a resource:
<https://www.policechiefmagazine.org/category/topics/recruitment-personnel/>.

The Governor's Office of Crime Prevention, Youth, and Victim Services is also requiring that all applicants provide a copy of the agency's Staffing Plan. This information should include, at a minimum, the current number of sworn officers and total vacancies. A chart or table is encouraged. If you do not already have this information at hand, please contact your agency's Human Resources Office to retrieve it. Below is an example Staffing Plan chart.

AGENCY'S STAFFING PLAN EXAMPLE					
UNITS	# of CIVILIAN PERSONNEL	CURRENT # of SWORN OFFICERS	ALLOCATED # OF SWORN OFFICERS	TOTAL # OF VACANCIES	#OF EXPECTED RETIREMENTS and/or RESIGNATIONS
ADMINISTRATION					
PATROL					
INVESTIGATIONS					
TOTALS					

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services

B. Opportunity Title

Police Recruitment and Retention (PRAR)

C. Submission Date

June 4, 2021 by 3 p.m.

D. Funding Opportunity Description

The Governor's Office of Crime Prevention, Youth, and Victim Services anticipates the availability of \$1,300,000.00 in grant funding under PRAR.

The primary purpose of PRAR is to provide funding to local law enforcement agencies to recruit and retain qualified sworn police officers. Agencies are encouraged to submit an application for funding that includes innovative and effective recruitment/retention efforts including those listed as examples in Section I of page 4 of this NOFA. **Only one application may be submitted per agency.**

All funding is contingent upon the final approval of the Governor's Office of Crime Prevention, Youth, and Victim Services' budget during [Maryland's 2021 Legislative Session of the General Assembly](#).

III. PROGRAM REQUIREMENTS

A. Program Strategy

As part of the application narrative, applicants are required to include a comprehensive overview of their recruitment strategy, inclusive of an implementation plan.

Grantees will be required to track and measure program outputs and outcome based performance measures that support recruitment and retention of officers who work towards crime prevention, including the Governor's Office of Crime Prevention, Youth, and Victim Services' objective of disrupting and dismantling criminal organizations involved in guns, gangs, drugs and human trafficking. Outputs and outcomes must be recorded and submitted to the Office on a quarterly basis.

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of sworn officers who received PRAR recruitment incentives during this quarter.
- Number of sworn officers who received PRAR retention incentives during this quarter.
- Number of sworn officer vacancies at the beginning of this quarter.
- Number of sworn officer vacancies at the end of this quarter.
- Number of sworn officers who resigned during this quarter.

Note: All grantees will be required to submit a fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must describe in detail how law enforcement staffing has changed and provide a comparison of the recruitment and retention efforts over the previous year. Specifically, agencies must provide the retention rate and the average number of new hires prior to this funding, and after as a result of this funding. This programmatic fiscal year-end report will be due by July 15, 2022 and must also be uploaded into the online grants management system.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:

<http://goccp.maryland.gov/grants/requesting-access/>

The last day to request a User ID is May 28, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Martin Hammond at martin.hammond@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office website](http://goccp.maryland.gov/grants/gms-help-videos/). These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the [training videos](http://goccp.maryland.gov/grants/gms-help-videos/) prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these [instructions](http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

The Governor's Office of Crime Prevention, Youth, and Victim Services will conduct a **technical**

assistance conference call to provide further application assistance and to answer questions. **The PRAR technical assistance call will be held from 1:00 PM - 2:00 PM on Monday, May 17, 2021.**

Call in number is: 1 617-675-4444

PIN: 202 116 055 1801 #

Meeting Link: <https://meet.google.com/ehj-kinf-jjj?hs=122&authuser=0>

VI. IMPORTANT DATES

Application Technical Assistance Conference Call	May 17, 2021
Deadline to Request a User ID	May 28, 2021
Deadline to Submit an Online Application	June 4, 2021
Intent to Fund/Denial Letters Emailed	June 2021
Award Documents Emailed	June 2021
Sub-award Start Date	July 1, 2021
Sub-award End Date	June 30, 2022

VII. APPLICATION EVALUATION

The Governor's Office of Crime Prevention, Youth, and Victim Services, along with an internal review team, will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and will score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

The Police Recruitment and Retention program is a competitive application process. The Governor's Office of Crime Prevention, Youth, and Victim Services may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, the Governor's Office of Crime Prevention, Youth, and Victim Services' staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under PRAR for FY 2022 will be based on the Governor's Office of Crime Prevention, Youth, and Victim Services' funding approval for the performance period July 2021 to June 2022. Funds are paid on a quarterly reimbursable basis.

B. Allowable Costs for Direct Services

Justifications for line items must provide details and a cost breakdown for each item being requested under the “**Recruitment/Retention**” budget line item.

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C. Unallowable Costs

The following services, activities, and costs cannot be supported with PRAR funding:

- Personnel (salary, fringe or benefits)
- Personnel lateral new hire bonuses
- Lobbying or administrative advocacy
- Audit costs
- Indirect costs
- Operating expenses
- Supplies
- Rental fees
- Printing costs.

- Telephone/fax
- Food/Beverages
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Construction projects

The list above is not exhaustive. The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

The Governor's Office of Crime Prevention, Youth, and Victim Services will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grant Management System. All electronic programmatic reports are due within 15 calendar days of the end of each quarter. Electronic financial reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System (GMS), using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the [General Conditions](#).

A. Electronic Funds Transfer (EFT)

The Governor's Office of Crime Prevention, Youth, and Victim Services encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:
<https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contributions to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Supplanting is the use of Office grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Office grant funds must be used to supplement your organization's existing budget and may not replace any funds that were already included in your entity's existing or projected budget.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals and Objectives
 - ☐ Program Strategy/ Logic Model
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
 - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, Currently DUNS number) and SAM Registration
- ☐ Letters of Support/Commitment (if required in this NOFA)
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)

*Please note, the [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

***More information on each item above can be found in the [NOFA Application Instructions](#).**

Additional Applicant Resources:

- Census Data for MD: <https://data.census.gov/cedsci/profile?q=Maryland&g=0400000US24&table=DP05&tid=ACSDP1Y2018.DP05>
- Code for Federal Regulation Title 2 CFR: https://ecfr.io/Title-02/cfr200_main
- Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>
- Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>
- FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>
- 211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>